Department of Health and Human Services
Administration for Children and Families
Administration for Native Americans

Social and Economic Development Strategies
HHS-2010-ACF-ANA-NA-0040
Application Due Date: 04/09/2010

Social and Economic Development Strategies

HHS-2010-ACF-ANA-NA-0040

TABLE OF CONTENTS

Overview

Executive Summary

Section I. Funding Opportunity Description

Section II. Award Information

Section III. Eligibility Information

1. Eligible Applicants
2. Cost Sharing or Matching
3. Other - (if applicable)

Section IV. Application and Submission Information

1. Address to Request Application Package
2. Content and Form of Application Submission
3. Submission Dates and Times
4. Intergovernmental Review
5. Funding Restrictions
6. Other Submission Requirements

Section V. Application Review Information

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

Section VI. Award Administration Information

1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting

Section VII. Agency Contact(s)

Section VIII. Other Information

Department of Health & Human Services
Administration for Children & Families

Program Office:	Administration for Native Americans
Funding Opportunity Title:	Social and Economic Development Strategies
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2010-ACF-ANA-NA-0040
CFDA Number:	93.612
Due Date for Applications:	**04/09/2010**

Executive Summary:

The Administration for Children and Families (ACF), Administration for Native Americans (ANA) announces the availability of fiscal year 2010 funds for new community-based projects under the Social and Economic Development Strategies (SEDS) program. The purpose of ANA grant funding is to promote economic and social self-sufficiency for American Indians, Alaska Natives, Native Hawaiians, and other Native American Pacific Islanders from American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. The SEDS program provides funding for projects to support the interests of children and families and to help strengthen communities.

I. Funding Opportunity Description

Statutory Authority

This program is authorized under Section 803(a) of the Native American Programs Act of 1974 (NAPA), 42 U.S.C. 2991b and 2991b-3.

Description

The SEDS program supports the principle that social and economic development and governance activities are inter-related and necessary for the development of healthy and self-sufficient Native American communities. Strategic development in these areas promotes: stable, diversified local economies that provide jobs; programs and services that safeguard the health, well-being, and culture of native peoples; and capacity-building for Tribes and Alaska Native village governments resulting in local control and decision-making over their resources. In addition, the SEDS program supports ACF goals for strengthening and preserving families, improving the well-being of children, and promoting responsible fatherhood.

Definitions

Program-specific terms and concepts in this Funding Opportunity Announcement are based on the following definitions:

Authorized Organizational Representative: The individual, named by the applicant/recipient organization who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Budget Period: The interval of time (usually 12 months) into which a project period is divided for budgetary and funding purposes. Funding of individual budget periods sometimes is referred to as "incremental funding." The budget period also is the "period of funding availability," as specified in 45 CFR

Part 74 and Part 92.

Construction: Construction of a new building, including the installation of fixed equipment, but excluding the purchase of land and ancillary improvements (e.g., parking lots or roads).

Contingency Plan: A set of specific actions to reduce anticipated negative impacts on a project in the event challenges arise.

Core Administration: Salaries and other expenses for those functions that support the applicant organization as a whole or for purposes unrelated to the actual management or implementation of the ANA-funded project.

Federal Share: Financial assistance provided by ANA in the amount of 80 percent of the approved costs of the project. The Commissioner may approve assistance in excess of such percentage if such action is in furtherance of the purposes of NAPA.

Governing Body: A body: (1) consisting of duly elected or designated representatives, (2) appointed by duly elected official, or (3) selected in accordance with traditional tribal means. The body must have authority to enter into contracts, agreements, and grants on behalf of the organization or individuals who elected, designated, appointed, or selected them.

In-kind: The value of goods and/or services (as opposed to cash) donated for program or project purposes without charge to a recipient.

Leveraged Resource: Any resource, other than the Federal share and non-Federal contribution, expressed as a dollar figure, acquired or utilized during the project period that supports the project. Leveraged resources may include natural, financial, personnel, and physical resources provided to assist in the successful completion of the project.

Objective: A statement of the specific outcomes or results to be achieved within the project period, which directly contribute to the achievement of the project goal(s) and support the community's long-range goals.

Objective Work Plan: The plan for achieving the project objectives and producing the results and benefits expected for each objective. The OWP is the blueprint for the project and includes the project goal, objectives, and activities. The form can be found at: http://www.acf.hhs.gov/programs/ana/programs/forms.html.

Problem Statement: A clear and concise description of the condition or issue that will be addressed by the project.

Project Goal: The purpose or specific result expected from the project and achieved through the project objectives and activities.

Project Period: The total time for which Federal support has been programmatically approved as shown in the Notice of Award; however, it does not constitute a commitment by the Federal Government to fund the entire period.

Real Property: Land, including land improvements, structures and appurtenances thereto, but excluding movable machinery and equipment.

Renovation or Alteration: Work that changes the interior arrangements or other physical characteristics of an existing facility or installed equipment so that it can be more effectively used for its current designated purpose or adapted to an alternative use to meet a programmatic requirement. A minor renovation or alteration is distinguished from construction and major renovations; it must not exceed the lesser of $150,000

or 25 percent of total direct costs approved for the entire project period and must be essential for the project.

Purpose

Grant awards made under this Funding Opportunity Announcement are for projects that promote economic and social self-sufficiency for American Indians, Alaska Natives, Native Hawaiians, and other Native American Pacific Islanders from American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. ANA is particularly interested in projects designed to grow local economies, strengthen native families, and decrease the high rate of social challenges caused by the lack of community-based business, social, and economic infrastructure.

Program Areas of Interest

ANA recognizes that sustainable change must originate within the community. While ANA has identified program areas of interest and project types for this Funding Opportunity Announcement, funding is not restricted to those listed below.

Social Development: Investing in human and social capital to advance the needs of Native Americans while incorporating culturally appropriate activities to enhance tribal, native community, and Alaska Native village goals.

Human Services: Improving the delivery of social services that invest in human capital.

Volunteerism: Developing and implementing projects that enlist community members to dedicate resources and support community goals.

Youth Development: Improving the well-being of youth through life skills training, mentoring programs, substance abuse programs, and preventing pregnancies, suicides, and juvenile crime.

Community Living: Developing and coordinating services to assist people with disabilities by helping them to reach their maximum potential through increased independence, productivity, and integration within the community.

Arts and Culture: Developing and enhancing activities that retain or re-establish native culture and arts.

Asset-Building: Increasing availability of effective financial education and other asset-building strategies for families.

Caring Communities for Young Children: Supporting stable and high-quality early childhood education programs, creating early childhood education jobs, and improving community-wide planning and coordination of early childhood programs to promote the needs of young children and families in the community.

Safety and Security: Developing and enhancing community-based initiatives to protect the community from external threats and reduce insecurity, violence, and crime.

Community Health: Promoting improved access to care and quality of care through coordinated local and regional approaches, expanding access to healthy food, and supporting environmental health -- including clean air, water, and soil -- and healthy homes.

Strengthening Families: Incorporating culturally relevant strategies to strengthen families, foster child well-being, and promote responsible fatherhood to nourish and sustain healthy families.

Family Preservation: Offering family activities and training in a culturally relevant and traditional manner for Native American communities.

Responsible Fatherhood: Providing education and activities for fathers to help them overcome barriers to positive involvement in their children's lives.

Relationship Skills: Offering activities and workshops on communication and conflict resolution, couples mentoring, pre-marital and marital education, marriage enhancement and enrichment, and developing stronger family relationships.

Parenting: Providing education and activities on communication and conflict resolution, absentee parent services, foster parenting, and resources for grandparents raising grandchildren.

Family Violence: Reducing child and infant abuse and neglect and family domestic violence.

Economic Development: Promoting the physical, commercial, technological, industrial, and agricultural components necessary for a sustainable local community.

Economic Stability: Strengthening an organization's capacity to deliver workforce training, financial education, and home-ownership services.

Economic Competitiveness: Creating, expanding, and retaining businesses to reflect the distinct economies both in mature and emergent economic sectors operating in rural and urban areas.

Environmental Sustainability: Studying and implementing initiatives regarding protection of a community's environment, conservation of natural resources, and reduction of pollution and greenhouse gas emissions - the "carbon footprint" of urban and rural communities.

Transportation: Developing a transportation infrastructure to support the local workforce or those faced with transportation challenges (e.g., the elderly or disabled).

Emergency Preparedness: Planning and coordinating emergency response services within the community and with State and local governments to protect against natural disasters and other catastrophic events such as fire, floods, and hazardous material exposure.

Tourism: Developing community-based activities that promote native arts and local attractions, as well as trade activities for Native American products and services.

Subsistence: Enhancing subsistence activities to retain or revitalize traditional native food sources and practices for local and commercial markets.

Commercial Trade: Strengthening the local economy and demand for agriculture, aquaculture, lumber, and traditional arts and crafts.

Governance: Increasing tribal and Alaska Native village governments' ability to exercise local control and decision-making over their resources.

Leadership Skills: Enriching and strengthening the management of tribal governments and tribally owned companies.

Regulatory Development: Developing or amending tribal constitutions, by-laws and codes, and council or executive branch policies and procedures to: improve the regulatory, judicial, and administrative infrastructure of tribal and village governments; support and enforce business and investment

transactions, contracts, and property rights; address family welfare issues; and enhance utility and communication infrastructures.

Technology Systems: Establishing and implementing information management systems for effective and efficient administration of tribal government programs.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	$6,000,000
Expected Number of Awards:	24
Award Ceiling:	$500,000 Per Budget Period
Award Floor:	$150,000 Per Budget Period
Average Projected Award Amount:	$250,000 Per Budget Period

Length of Project Periods:

12-month project and budget period
24-month project with two 12-month budget periods
36-month project with three 12-month budget periods

Additional Information on Awards:
Awards made under this announcement are subject to the availability of Federal funds.

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants include Federally recognized Indian Tribes; consortia of Indian Tribes; incorporated non-Federally recognized Tribes; incorporated non-profit multi-purpose community-based Indian organizations; urban Indian centers; National or regional incorporated non-profit Native American organizations with Native American community-specific objectives; Alaska Native villages, as defined in the Alaska Native Claims Settlement Act and/or non-profit village consortia; incorporated non-profit Alaska Native multi-purpose community-based organizations; non-profit Alaska Native Regional Corporations/Associations in Alaska with village-specific projects; non-profit native organizations in Alaska with village-specific projects; public and non-profit private agencies serving Native Hawaiians; public and non-profit private agencies serving native peoples from Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands (the populations served may be located on these islands or in the United States); tribally controlled community colleges, tribally controlled post-secondary vocational institutions, and colleges and universities located in Hawaii, Guam, American Samoa or the Commonwealth of the Northern Mariana Islands which serve Native Pacific Islanders; and non-profit Alaska Native community entities or tribal governing bodies (Indian Reorganization Act or Traditional Councils) as recognized by the Bureau of Indian Affairs.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-Federal share of the project cost, in accordance with **42 U.S.C. 2991b(b).**

Grantees must provide at least **20%** percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (Federal) share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **$500,000.00** in ACF (Federal) funds must provide a non-Federal share of the approved total project cost of at least **$125,000.00** , which is **20%** percent of total approved project cost of **$625,000.00** .Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

Matching requirements (including in-kind contributions) of less than $200,000 (up to $199,999) are waived for applications originating from American Samoa, Guam, or the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds $200,000.

Other applicants may request a waiver of the requirement for a 20 percent non-Federal matching share. Requests must be submitted in accordance with 45 C.F.R. 1336.50(b)(3).

III.3. Other

Disqualification Factors
Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information,* will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.

- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be

considered for competition.

All applicants must submit documentation demonstrating the applicant's official governing body approves the application submission to ANA for the current grant competition period. In addition, if the applicant is a tribally authorized component or division, the application must also include documentation to demonstrate that the governing body of the Tribe approves the application submission to ANA for the current grant competition period. Documentation must be signed by an authorized representative of the governing body and dated. Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition.

Federally recognized Tribes and Alaska Native village governments are exempt from the following required documentation. Applicants must submit documentation demonstrating that a majority of the governing body approving the application are representative of the community to be served by the ANA project. An applicant's governing body will be considered representative of the community to be served if the applicant demonstrates that at least a majority of the individuals serving on the body or board fall into one or more of the following categories: (1) a current or past member of the community to be served; (2) a prospective participant or beneficiary of the project to be funded; (3) have experience working with the community to be served by the project; or (4) have a cultural relationship with the community to be served. Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html
Standard Forms are also available at the Grants.gov Forms Repository website at http://apply07.grants.gov/apply/FormLinks?family=15.

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Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via www.grants.gov need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

For this Funding Opportunity Announcement, a complete application must contain the following components and adhere to the formatting guidance. Information about each component is found in *Section IV.2*, as well as the *Forms/Assurance/Certifications* table directly below, unless otherwise indicated. Applicants should refer to *Section V.1* for the evaluation *Criteria* that will be used to review and score each application. In addition, please refer to the *Checklist* in *Section VIII* for all required documentation for application submission.

Project Description Overview (For a detailed description of each element of the Project Description, please refer to *Section IV.2, Part II: General Instructions for Preparing a Full Project Description*)

Table of Contents

Project Narrative*

- Objectives and Need for Assistance: Connection and Commitment to the Community, Problem Statement, and Project Goal (See also *Section V.1 Criterion 1*)
- Approach: Project Strategy, Organizational Capacity, Contingency Planning, and Project Sustainability (See also *Section V.1 Criteria 1* and *2*)
- Outcomes Expected: Impact Indicators (See also *Section V.1 Criterion 3*)

Budget and Budget Justification (See also *Section V.1 Criterion 4*)

Attachments

- ANA Project Abstract
- ANA Objective Work Plan (See also *Section V.1 Criterion 2*)
- Governing Body Documentation
- Other Forms, Certifications, Assurances and Attachments

Formatting Guidance:

*The Project Narrative is limited to 20 pages. The Project Narrative should be developed using single-sided 8.5 x 11 inch pages with no less than one-half inch margins (.5), one and one half line-spacing (1.5), and Times New Roman 12-point font. The Project Narrative does not include the OWP, Budget and Budget Justification, resumes, job descriptions, or any of the other required or optional forms and attachments.

Acceptable electronic formats for attachments include Microsoft Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif. All attachments should be single-sided printed pages only. Other attachments (required and optional) should be kept to a minimum.

Forms, Assurances, and Certifications
Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at ACF Funding Opportunities Forms or at the Grants.gov Forms Repository unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Certification Regarding Debarment, Suspension, and Other Responsibility Matter	Submission required of all applicants prior to award.	Required for all applications.

ANA Project Abstract Form (OMB Control Number 0980-0204)	Submission required for all applicants by the application due date.	Required for all applications.
ANA Objective Work Plan (OMB Control Number 0980-0204)	Submission required for all applicants by the application due date.	Required for all applications.
Maintenance of Effort (MOE) Certification	Submission required of all applicants.	Required for all applications.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary.	Non-profit private organizations (not including private universities) are encouraged to submit the "*Survey on Ensuring Equal Opportunity for Applicants*" with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit this survey along with the application. Hard copy submissions should include the survey in a separate envelope.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications

The Pro-Children Act of 2001, 20 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Non-Federal Reviewers
Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

D-U-N-S Requirement
All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, Grants.gov. A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at http://www.dnb.com. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.
You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions
ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction
Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents
List the contents of the application including corresponding page numbers.

Objectives And Need For Assistance
Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Outcomes Expected
Identify the outcomes to be derived from the project.

Impact Indicators

The narrative supporting results and benefits should include the project impact indicators. There are **two standard impact indicators** for all projects and a project-specific **third impact indicator**.

The **two standard impact indicators** are the number of partnerships formed or maintained and the amount of leveraged resources. Provide a reasonable target result for the two standard indicators and define the mechanism that will be used to track the results. If the non-Federal contribution is not required then all resources provided by the applicant are considered leveraged resources.

The **third impact indicator** identifies qualitative or quantitative measurement(s) related to the problem statement that will be tracked by data points/targets for three places in time including a long-term target.

Pre-grant status: Baseline information on the impact indicator prior to grant implementation. Strong

indicators are ones that can be monitored using existing capacity. The pre-grant status does not need to involve a comprehensive survey.

End of the grant target: Information on the impact indicator at the end of the grant project funding. A well-defined target is realistic, explains the rationale used to determine the target, defines the tracking system to be used, and will assist the grantee with measuring project success.

Three-year target: A realistic target result three years after the grant project funding has ended. For example, applications for three-year projects would give a target result for six years from the time of award or three years from the end of the project.

Examples of a third impact indicator may include: a measurement of change through numbers (e.g., number of jobs created, number of fluent speakers, or amount of revenue generated); a specific change in capacity (e.g., an organization's capacity to implement a desired service or a Tribe's capacity to assess a specific natural resource); a specific desired result (e.g., implementation of a strategic plan or successful management of waste-water treatment plant). Applicants may use a qualitative narrative to demonstrate the above pre-grant status and target results in cases where the indicator is not quantifiable. See *Section V.1 Criterion 3* for more information on how this section will be evaluated.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Contingency Planning

Applicants should also include a discussion of contingency planning efforts. Contingency planning involves identifying a set of specific actions to reduce anticipated negative impacts on the project in the event challenges arise.

Objective Work Plan

The OWP is a form required by ANA that identifies the project goal, objectives, activities, and results and benefits. It represents the plan for achieving the project objectives and is provided to assist applicants with

identifying the quantitative projections described above.

ANA Project Goal: Identify the goal of the project. The goal should relate to the problem statement.

Objectives: Only three objectives per project period are allowed. Together, the objectives should address the project goal. The objectives should be Specific, Measurable, Achievable, Relevant and results-oriented, and Time-bound (SMART).

Results and Benefits: The results and benefits expected define the results and benefits to be derived from the project and are used to track quarterly progress toward accomplishing each objective. Identify well-defined results and benefits which directly support the accomplishment of an objective, provide quarterly milestones and identify the tools used to measure the results and benefits.

Activities: List activities for each objective which provide clear and logical steps to achieve the objective. The activities included may be significant activities (e.g., hiring staff), ongoing activities (e.g., monthly meetings with partners and stakeholders), and required actions (e.g., submission of ANA reports and attendance at ANA post-award training).

See *Section V.1 Criterion 2* for more information on how this section will be evaluated.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Organizational Capacity

- Organizational charts
- Documentation of experience in the program area

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at $100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Commitment of Non-Federal Resources

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 18 of the SF-424.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter or other documentation) is required with the application. Detailed budget information must be provided for every funding source identified in Block 18 of the SF-424.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at http://www.grants.gov where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and* Times, of this announcement.
- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact center at:1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance.
- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s).

See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **04/09/2010**

Explanation of Due Dates
The due date for receipt of applications is listed in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications
Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

Hand-Delivered Applications
Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement.

Electronically-Submitted Applications
ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through www.Grants.gov may be found at
http://www.acf.hhs.gov/grants/registration_checklist.html.

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a Grants.gov tracking number.
   The date/time-stamp in this email serves as the official record of your application submission. The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.

2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.
   Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.

3. An additional email from the Administration for Children and Families (ACF) will be sent to the

applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

Late Applications
No appeals will be considered for applications classified as late under the three cited circumstances:

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**

- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.**

- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

Extension/Waiver of Due Date and Receipt Time
ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Applicants who submit their application packages electronically via http://www.Grants.gov will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via http://www.Grants.gov

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

In addition, ANA does not fund:

Activities in support of any foreseeable litigation against the United States Government that is unallowable under the Office of Management and Budget (OMB) Circulars A-87 and A-122.

Activities that qualify as major renovations and alterations.

Counseling or therapeutic activities that are medically-based.

Core administration functions that essentially support only the applicant's ongoing administrative functions and are not related to the proposed project.

Projects for which a grantee would provide training and technical assistance to other Tribes or Native American organizations that are eligible to apply for ANA funding.

Projects that seek to revive native languages that do not have any living speakers.

Projects that allow any one community or region to receive a disproportionate share of the funds available for award.

Projects that are essentially identical or similar in whole or in part to previously funded projects proposed by the same applicant or activities or projects proposed by a consortium that duplicate activities for which any consortium member also receives funding from ANA.

Projects originated and designed by consultants who provide a major role for themselves and are not members of the applicant organization, Tribe, or village.

Projects that do not further the purpose of this funding opportunity or are unlikely to be successful based on the proposed project approach and implementation strategy.

Projects that require funding for feasibility studies, business plans, marketing plans, or written materials, such as manuals, that are not an essential part of the applicant's long-range development plan.

Projects that would require funding on an indefinite or recurring basis or that do not have definitive goals and objectives that will be achieved by the end of the project period.

Projects that contain contingent activities that may impede or indefinitely delay the progress of the project.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail
Tim Chappelle
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management - [Identify Funding Opportunity Number]
Aerospace Center - 370 L'Enfant Promenade, SW.
6th Floor-East
Washington, DC 20447

Hand Delivery
Tim Chappelle
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management - [Identify Funding Opportunity Number]
Aerospace Center - 901 D Street, SW.
6th Floor-East
Washington, DC 20024

Electronic Submission
See *Section IV.2* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

CRITERION 1	Maximum Points: 25

Criterion 1 evaluates the applicant's connection and commitment to the target community and **Need for Assistance**, as demonstrated by the stated problem. Applications will be reviewed to determine the adequacy of the project design to effectively address the stated problem and how the project goal relates to and promotes the needs and goals of the community. Applicants may include excerpts from a strategic plan or an organization's mission statement that illustrate the connection and commitment to the community to be served.

Connection and Commitment to the Community

Applications will be evaluated on the strength of the applicant's connection and commitment to the community to be served. This evaluation will take into consideration: (1) the population segment to be served or impacted by the project; (2) the size, geography, and location, including the boundaries of the target community, and where the project will be administered; (3) the relationship of the target community to any larger group or Tribe; and (4) the applicant organization's ability and commitment to promote the needs of its membership or native community. For more information, please refer to *Section IV.2 Objectives and Need for Assistance* and *Organizational Capacity*.

Problem Statement

A strong problem statement is a clear, concise, and precise description of the condition or issue that will be addressed by the project. The problem statement will be evaluated based on the strength of the problem statement narrative, which may include: (1) a description of challenges standing in the way of solving or addressing the problem or condition; (2) an explanation of the target community's involvement in the identification and prioritization of the problem or condition; and (3) input, such as letters of support, and testimonials, and community meeting minutes, from key stakeholders, potential project beneficiaries, and community members demonstrating how they were involved in and support the project as a way to address the problem or condition. For more information, please refer to *Section IV.2 Objectives and Need for Assistance* and *Approach*.

Project Goal

The project goal will be evaluated to determine how well it addresses the stated problem and how strongly it relates to and promotes the larger community goals. A well-designed project goal will define the specific outcome, product, or resolution the applicant expects to accomplish over the entire project period and will describe how the specific outcome addresses the challenges identified in the problem statement. For more information, please refer to*Section IV.2 Approach*.

CRITERION 2	**Maximum Points: 50**

Criterion 2 evaluates the project **Approach** and the applicant's capacity to implement the project and includes an examination of the OWP, contingency planning efforts, and the sustainability of the project.

Project Strategy and OWP (40 Points)

Project Strategy

Applications will be evaluated on the strength of the project strategy and specifically how the project activities will be carried out and monitored and whether completion of the objectives mark progress towards the accomplishment of the project goal. Additionally, applications will be assessed on the strategy presented for involving the community in the implementation of the project and how the community will be kept abreast of progress and results.

An applicant's capacity to administer and implement the proposed project will be evaluated based upon: (1) whether the applicant has adequate systems to track the funding and progress of the project; and (2) if partnerships are proposed, whether and how they will contribute to completion of project objectives.

To determine the adequacy and capabilities of project personnel, the following specific components will be reviewed: (1) the process and time frame for hiring key staff (e.g., advertising and recruiting); (2) detailed position descriptions for all project positions; and (3) brief biographies or resumes of individuals identified

to work on the project. For more information, please refer to *Section IV.2 Approach* and *Organizational Capacity*.

Objective Work Plan

The OWP is the blueprint for the project; it presents the what, how, when, where, and by whom of the project activities. The OWP will be assessed based on the sufficiency and completeness of information presented. A strong OWP is instructive and details chronologically how the project will be implemented. For more information, please refer to*Section IV.2 Approach*.

Contingency Planning and Project Sustainability (10 Points)

Challenges and Contingency Planning

All projects have the potential to encounter challenges. A well-developed project will identify the assumptions that could lead to challenges, which may then delay progression of the project activities. Most importantly, successful projects will have a defined contingency plan to overcome potential or anticipated challenges. A strong contingency plan will provide an alternative course of action to ensure that the project will be successfully completed within the proposed funding time frame.

This criterion will assess whether the applicant identifies assumptions and potential challenges and provides a plausible contingency plan.

Example: An organization assumes that key staff will be hired within the first two months of the project. The challenge arises if no qualified applicants are identified within the anticipated hiring time frame and therefore other project activities are delayed. A well-defined contingency plan might address this challenge by identifying existing staff or other project personnel to carry out critical activities while additional recruitment efforts are underway.

Other examples of assumptions and challenges might include: recruiting community members and volunteers for project activities; recruiting project beneficiaries and participants (e.g., students, patients, and teachers); securing agreed-upon support (e.g., services and funding) from partners; obtaining permits and licenses; and disruption of time lines due to tribal elections. For more information, please refer to *Section IV.2 Approach*.

Project Sustainability

Applications will be reviewed to determine whether the proposed project will be completed, self-sustaining, or funded by other sources at the end of the project period.

If the project is to be completed at the end of the ANA grant, sustainability will be assessed based upon the applicant's ability to explain why the project does not need to continue and how the results and benefits to the community will continue in the future.

If the project is expected to continue after the ANA grant has ended, sustainability will be assessed based upon the applicant's ability to demonstrate how the benefits of this project will be continued. A strong sustainability strategy will demonstrate how the project will sustain funding and resources sufficient to support the project and how the community will continue to be involved in and benefit from the project. For more information, please refer to *Section IV.2 Approach*.

CRITERION 3	**Maximum Points: 10**

Criterion 3 evaluates the project impact in the community as measured by three **impact indicators**. An impact is a change in the physical, economic, social, financial, governmental, institutional, behavioral, or cultural condition as a result of the project. Impact indicators are measurements used to verify the achievement of the project goal and the extent to which the project addresses the problem statement.

The **two standard impact indicators** are number of partnerships and amount of leveraged resources contributing to the completion of the project. These indicators will be evaluated to the extent targets are realistic and related to the success of the project. The evaluation will also consider if the mechanisms for tracking the indicators are appropriate.

The **third impact indicator** will be evaluated based on the strength of the indicator to effectively measure the extent to which the problem statement will be addressed. The evaluation will consider the indicator, the mechanism for tracking the indicator, and the target number or situation at the end of the project period. Reference to the pre-grant status of the indicator and three-year target will allow full evaluation of the indicator's validity. For more information, please refer to*Section IV.2 Outcomes Expected*.

CRITERION 4	**Maximum Points: 15**

Criterion 4 evaluates the **Budget and Budget Justification.** Applications will be examined to determine the strength of the relationship between the project approach and the proposed budget as well as the reasonableness and completeness of the proposed budget (budget with line-item detail and accompanying narrative to justify the proposed costs) for the requested Federal funds and the applicant's required non-Federal contribution, if applicable.

A well-developed and complete budget will provide line-item detail and detailed calculations for each budget object class listed in *Section IV.2 Budget and Budget Justification* and the additional information listed here:

> Personnel costs should reflect the time needed to hire staff. If key personnel need to be hired and the hiring process is two months, then the costs will be calculated based on the salary for 10 months rather than 12 months.
>
> Travel expenses should include costs for the financial official and project director to attend a regional ANA post-award training. Additional travel costs by salaried project staff for project related activities should also be included in this section. Other travel expenses, including local travel (e.g., mileage for local meetings) will be included in the budget category "Other."

The budget justification will be evaluated to determine how well the proposed budget supports the project goal and whether the costs are an effective use of ANA's limited resources. A strong budget justification will identify the source and include documentation of valuations for both the requested Federal funds and the required non-Federal contribution (price quotations for all purchases and equipment $5,000 and over are required). A firm commitment of the applicant's non-Federal contribution must be documented. Supporting documentation may include letters of commitment, memoranda of understanding, agreements, contracts, etc. For more information, please refer to*Section IV.2 Budget and Budget Justification*.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

Initial ANA Screening: Each application will be screened to determine whether the applicant has submitted governing body documentation as required by *Section III.3 Disqualification Factors*. Applications that do not meet these requirements will be deemed non-responsive and will be excluded from the competitive review process, and the applicant will be notified of such by mail within 30 business days from the closing date of this funding opportunity announcement.

Applicants who are excluded from competition because of a determination of ineligibility (see *Section III.1 Eligible Applicants*) may appeal the agency's decision. The appeals process is stated in 45 C.F.R. 1336.35.

Competitive Review Process: Applications not excluded from competition will be evaluated by independent panels of reviewers (three per panel) in accordance with the evaluation criteria in *Section V.1*.

Application Consideration: Funding decisions are based on the analysis and score by panel reviewers and an analysis by ANA staff to determine whether the proposed project is consistent with the purposes of NAPA, all relevant statutory and regulatory requirements, and this Funding Opportunity Announcement. If applicable, grantee past performance, comments from State and Federal agencies, and other interested parties having contract and grant performance-related information may be considered in this phase of the review process.

Grant awards are made based on the availability of appropriated funds, and may be awarded in amounts in excess or less than the amount requested or under such circumstances as may be deemed to be in the best interest of the Federal Government. Applicants may be required to reduce or modify the scope of projects based on the amount of approved award.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications
Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

ANA staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of an Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

An awarded application and release of funds does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with Federal regulations.

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: http://www.hhs.gov/fbci/waisgate21.pdf.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: http://www.hhs.gov/fbci/regulations/index.html.

The Code of Federal Regulations (CFR) is available at http://www.gpoaccess.gov/CFR/.

Award Term and Condition for Trafficking in Persons
Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement
The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the

requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available athttp://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Program Progress Reports:	Quarterly
Financial Reports:	Quarterly

ANA grantees are required to report project progress using the Objective Progress Report (OPR) (OMB No. 0980-0204, expiration date 08/31/2012) and report financial information using the SF-269 long form.

ANA reviews grantee quarterly and annual reports to determine whether the grantee is meeting its goals and objectives and completing activities identified in the Objective Work Plan (OWP). Prior to funding the second or third year of a multi-year grant, ANA requires verification from the grantee that objectives and outcomes proposed in the preceding year were accomplished.

VII. Agency Contacts

Program Office Contact

Caroline Gary
U.S. Department of Health and Human Services
Administration for Children and Families
Administration for Native Americans
Aerospace Center - 370 L'Enfant Promenade, SW.
2nd Floor - West
Washington, DC 20447
Phone: (877) 922-9262
Fax: (202) 690-7441
Email: ana@acf.hhs.gov
URL: http://www.acf.hhs.gov/programs/ana/

Office of Grants Management Contact
Tim Chappelle
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
Aerospace Center - 370 L'Enfant Promenade, SW.
6th Floor - East
Washington, DC 20447
Phone: (202) 401-4855
Email: tim.chappelle@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites
U.S. Department of Health and Human Services (HHS) on the Internet http://www.hhs.gov/

Administration for Children and Families (ACF) on the Internet http://www.acf.hhs.gov/.

Administration for Children and Families - Funding Opportunities homepage http://www.acf.hhs.gov/grants/.

Catalog of Federal Domestic Assistance (CFDA) https://www.cfda.gov/.

Code of Federal Regulations (C.F.R.) http://www.gpoaccess.gov/cfr/index.html

United States Code (U.S.C) http://www.gpoaccess.gov/uscode/

Sign up to receive notification of ACF Funding Opportunities at www. Grants.gov
http://www.grants.gov/applicants/email_subscription.jsp

Administration for Native Americans (ANA) on the Internet http://www.acf.hhs.gov/programs/ana

ANA technical assistance providers offer project development training and pre-application training for potential applicants free of charge. Technical assistance providers may also be contacted within an applicant's region to answer questions.

Eastern Region: http://www.anaeastern.org

Western Region: http://www.anawestern.org

Alaska Region: http://www.anaalaska.org

Pacific Region: http://www.anapacificbasin.org

Project development training materials can be found at:
http://www.acf.hhs.gov/programs/ana/programs/pre_app_tta.html#ProjDev.

Pre-application training dates and locations can be found at:
http://www.acf.hhs.gov/programs/ana/programs/pre_app_tta.html#PreApp.

Checklist

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html and on the Grants.gov Forms Repository webpage at http://apply07.grants.gov/apply/FormLinks?family=15.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.

Project Narrative	Referenced in Sections IV.2 and V.1 of the announcement. The Project Narrative is the written portion of the application that addresses Objectives and Need for Assistance, Approach, Project Sustainability, Organizational Capacity, and Outcomes Expected. The Project Narrative is limited to 20 pages. The Project Narrative should be developed using single-sided 8.5 x 11 inch pages with no less than one-half inch margins (.5), one and one half line-spacing (1.5), and Times New Roman 12-point font. The Project Narrative does not include the OWP, Budget and Budget Justification, resumes, job descriptions, or any of the other required or optional forms and attachments.	Submission due by application due date found in Overview and Section IV.3.
Project Sustainability Plan	Referenced in Section IV.2 of the announcement under "Project Description."	Required of all applicants for projects of three years (36 months) or more in length. By application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
ANA Project Abstract Form (OMB Control Number 0980-0204)	Referenced in Section IV.2 of this announcement. The Project Abstract form and a description of what to include can be found on the ANA website. Please see the following links: Description http://www.acf.hhs.gov/programs/ana/relevant/forms/pa_description.html Form http://www.acf.hhs.gov/programs/ana/relevant/forms/pa_form.doc	Submission due by application due date found in Overview and Section IV.3.

	If submitting via www.grants.gov, please refer to the Grants.gov guidance package for additional instructions on how to fill out this form.	
ANA Objective Work Plan (OMB Control Number 0980-0204)	Referenced in Sections IV.2 and V.1 of this announcement. The OWP form and a description of what to include can be found on the ANA website. Please see the following links: Description: http://www.acf.hhs.gov/programs/ana/relevant/forms/OWP_description.html Form: http://www.acf.hhs.gov/programs/ana/relevant/forms/owp_form.doc If submitting via grants.gov, please refer to the grants.gov guidance package for instructions on how to submit the OWP.	Submission due by application due date found in Overview and Section IV.3.
Governing Body Documentation of Approval of Application Submission	Referenced in Section III.3 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Governing Body Documentation Demonstrating Community Representation	Referenced in Section III.3 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Descripton."	Submission due by date of award.
Documentation of Commitment of Non-Federal Resources	Referenced in Section IV.2 of the announcement under "Budget and Budget Justification."	Submission due by application due date found in Overview and Section IV.3.

Indirect Cost Agreement	Referenced in Section IV.2 of the announcement.	Submission due by date of award.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov/ grants/grants_resources.html and at the Grants.gov Forms Repository at http:// apply07.grants.gov /apply/FormLinks?family=15.	Submission due by application due date found in Overview and Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov /grants/grants_resources.html.	Submission due by application due date found in Overview and Section IV.3.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at http:// www.acf.hhs.gov /grants/grants_resources.html.	Submission due by date of award.
SF-LLL - Disclosure of Lobbying Activities, if applicable	"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at http:// www.acf.hhs.gov /grants/grants_resources.html. Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	Submission due by application due date found in Overview and Section IV.3.
Maintenance of Effort (MOE) Certification	Referenced in Section IV.2 and found at http:// www.acf.hhs.gov /programs/ofs/grants/maintain.htm	Submission due by application due date found in Overview and Section IV.3

Certification Regarding Environmental Tobacco Smoke	Referenced in Section IV.2 of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html	Submission due by date of award.
Certification Regarding Debarment, Suspension, and Other Responsibility Matter	Referenced in Section IV.2 of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html	Submission due by date of award.
Survey on Ensuring Equal Opportunity for Applicants	Non-profit private organizations (not including private universities) are encouraged to submit the *"Survey on Ensuring Equal Opportunity for Applicants"* with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application. The Survey is referenced in Section IV.2 of the announcement. The Survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.	Submission due by date of award.
Other Attachments	Referenced in Sections IV.2 and V.1 of the announcement.	Submission due by application due date found in Overview and Section IV.3.

Signature

Date: 03/04/2010

Caroline Gary
Deputy Commissioner
Administration for Native Americans